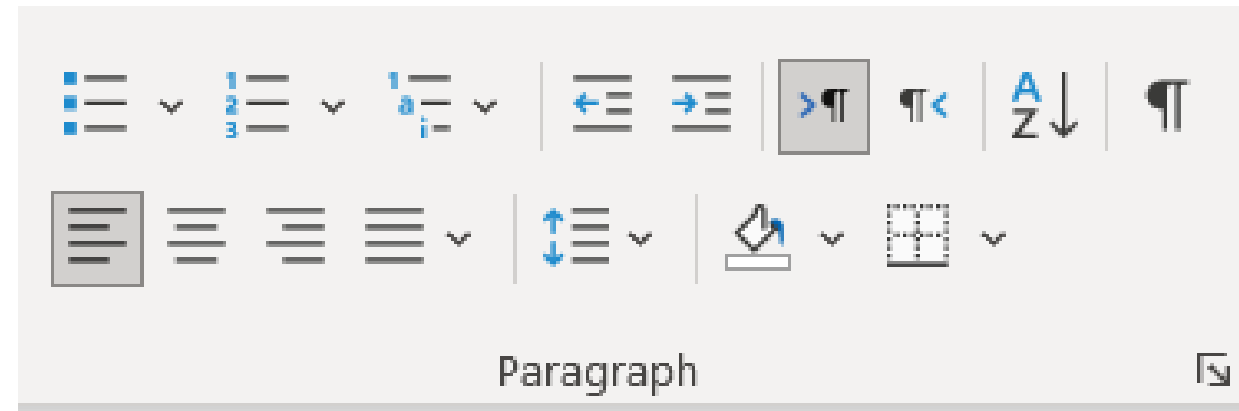


Microsoft Word - 2

by: Ali A. Hussein

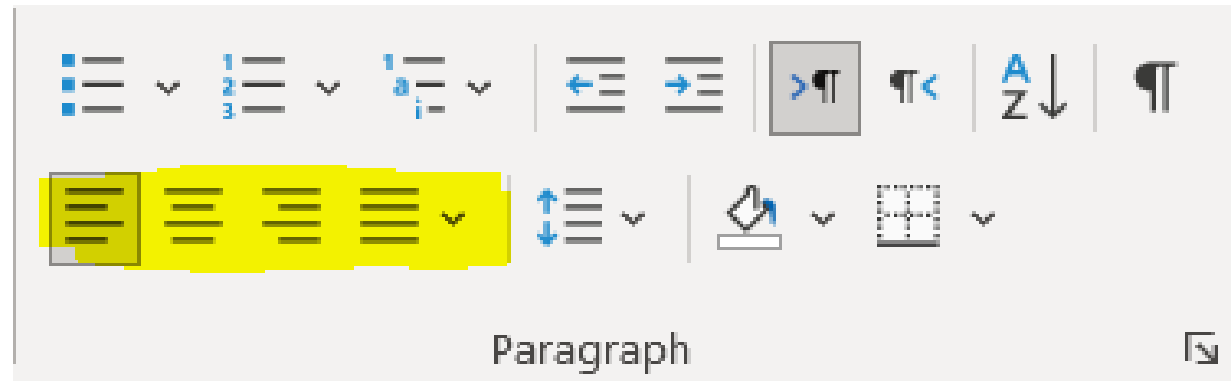
Paragraph Tools

- A paragraph is created by entering text and then pressing the **Enter** key. A paragraph can contain one word, one sentence, or multiple sentences. Every paragraph ends with a paragraph mark, which looks like a backward P (¶).



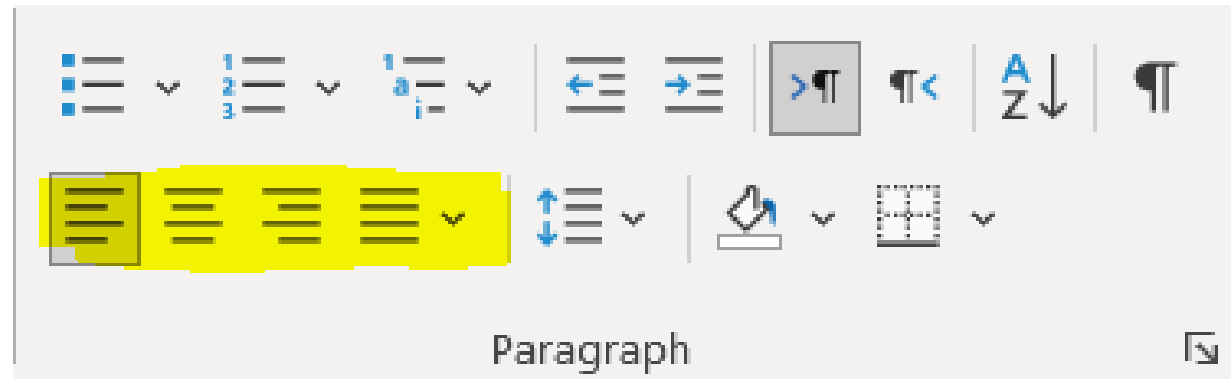
Text Alignment

- Text can be shifted to the left, right, center, or justified. All of these options can be controlled with the **Alignment** buttons in the **Home** tab → **Paragraph** group.



Text Alignment

- To **left align** text, select the text to be aligned and click on the first alignment button. The text should line up with the left edge of the page. Left alignment is the default (in English), so text is already aligned left when starting a new document.
- To **center align** text, select it and click the second button. The text should now be centered on the page.
- To **right align** text, select the text and click the third button. The text should now line up with the right edge of the page. (Right alignment is the default in Arabic).
- To **justify** text, select it and click on the final alignment button. **Justifying** text spaces it so that it perfectly meets both margins of a page by stretching the text out across the page. Newspapers use justified text to fit article into columns.

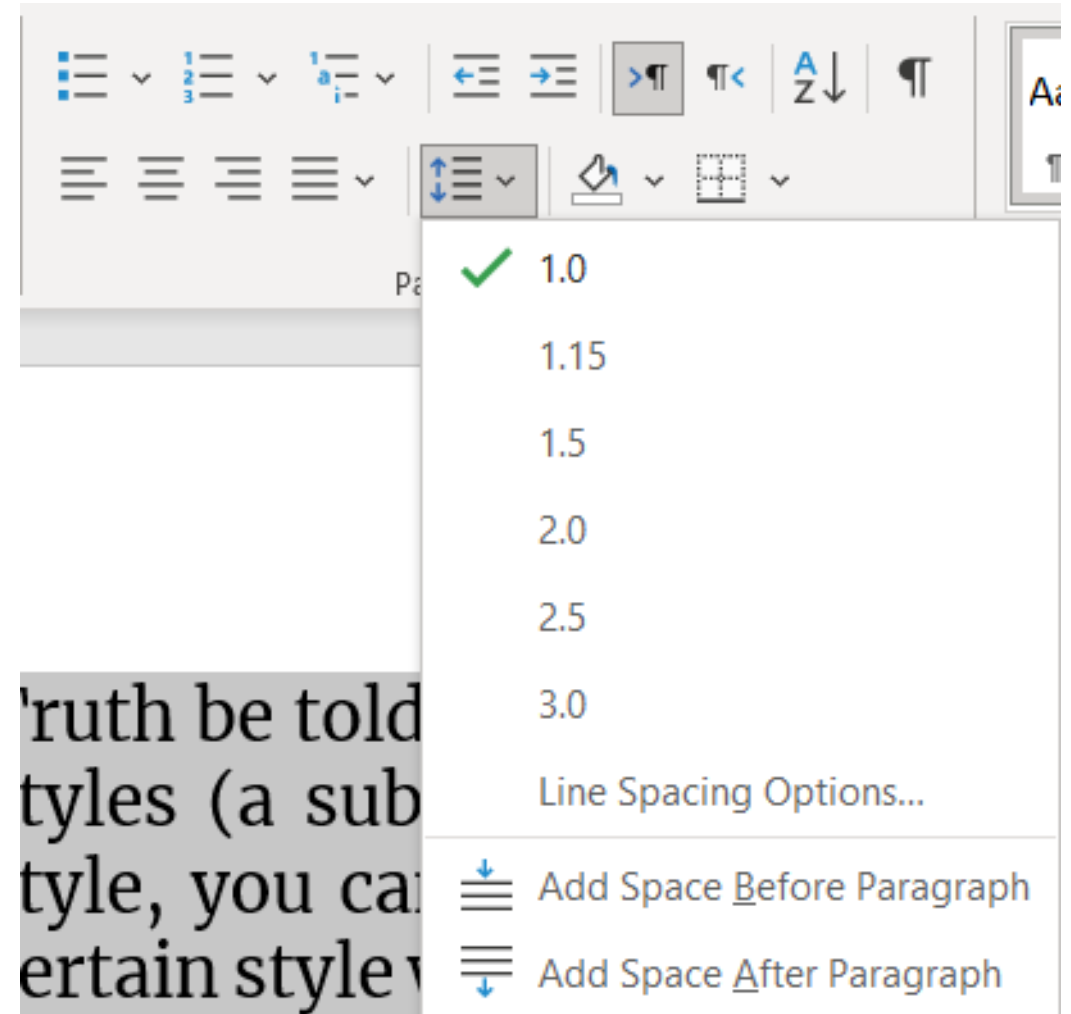


Adjusting the Space Between Lines

- To change the spacing between lines, select the lines whose spacing you want to change, or simply put the cursor in a paragraph if you're changing the line spacing throughout a paragraph.
- Then, on the **Home** tab >> **Paragraph** group, click the **Line and Paragraph Spacing** button and choose an option on the drop-down list.

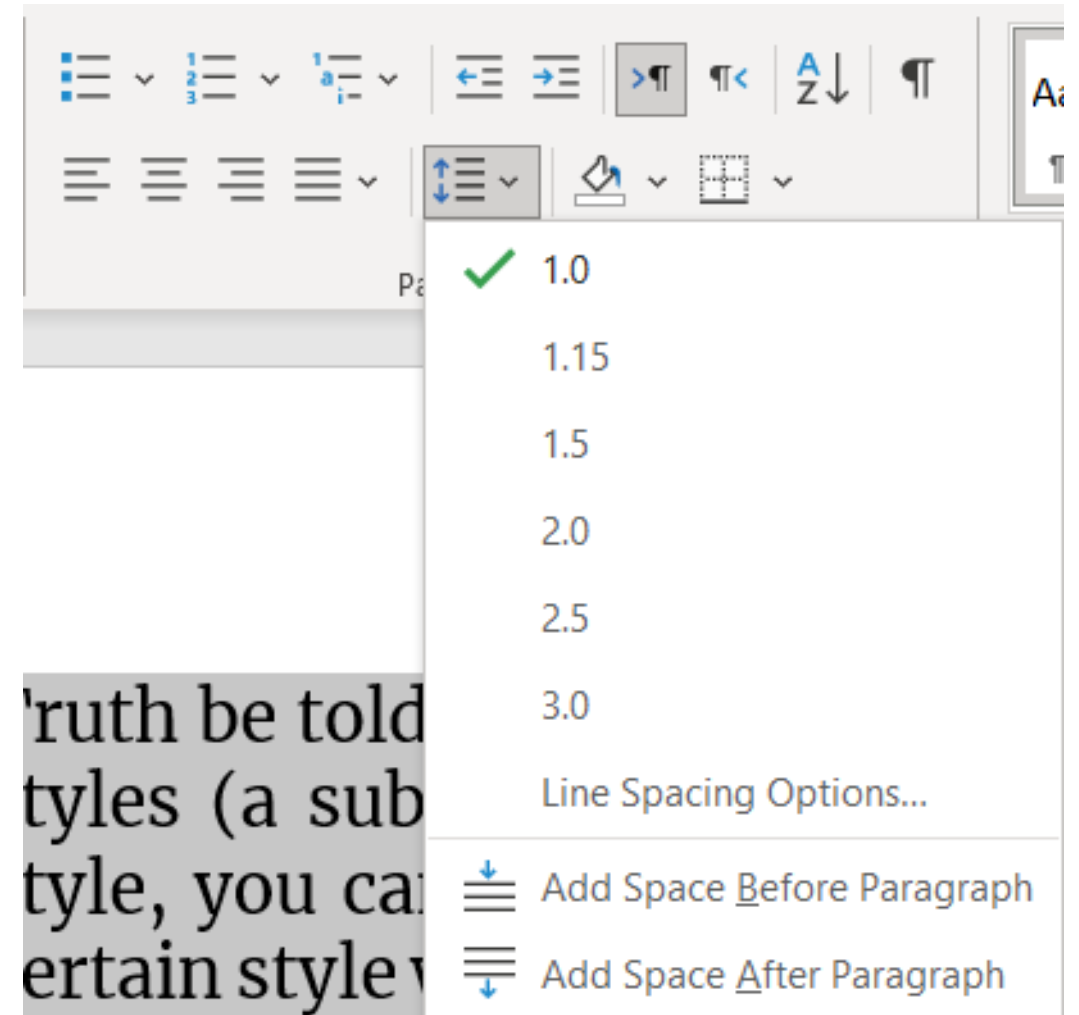
»» Go to the **Home** tab or **Layout** tab and click the **Paragraph** group button.

»» On the Home tab, click the **Line and Paragraph Spacing** button and choose **Line Spacing Options** on the drop-down list.



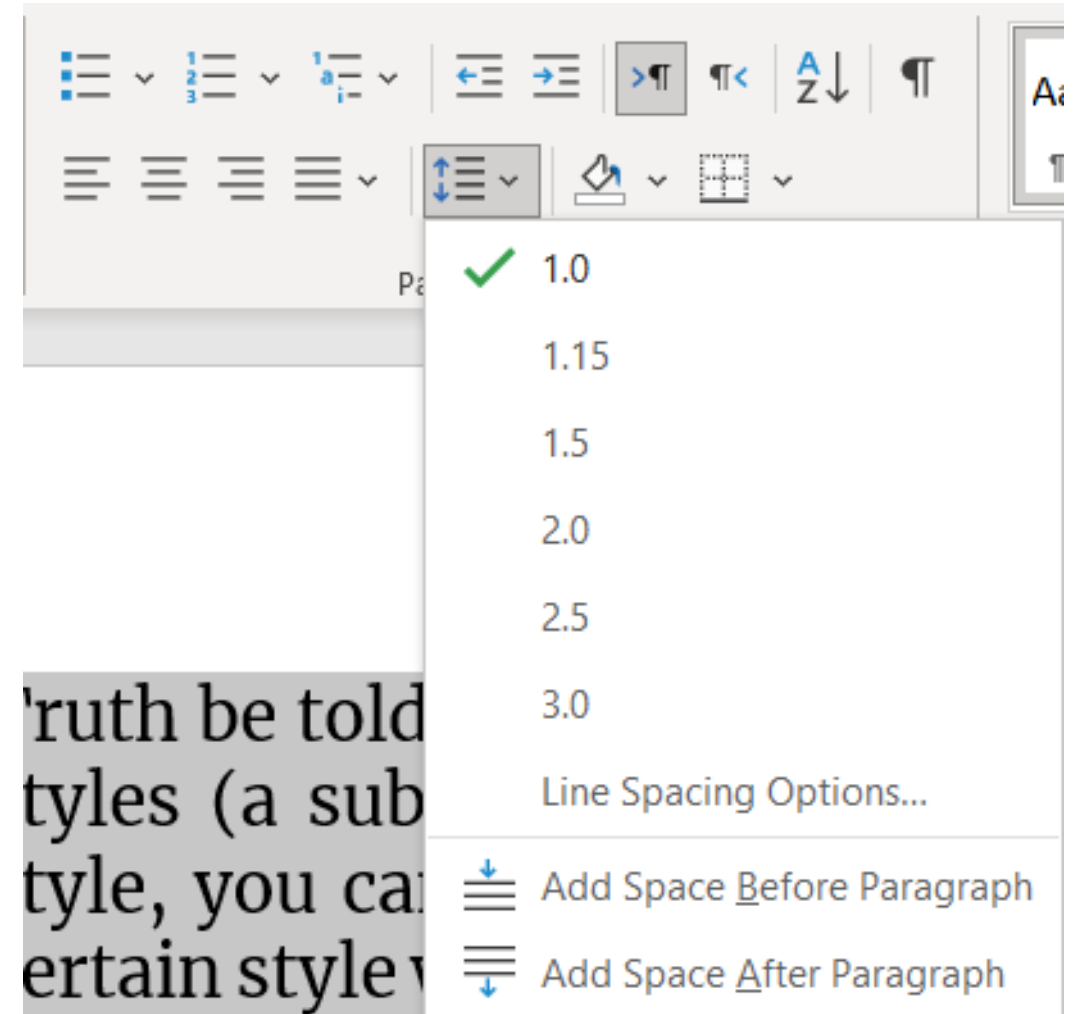
Adjusting the Space Between Paragraphs

- Rather than press **Enter** to put a blank line between paragraphs, you can open the **Paragraph** dialog box and enter a point-size measurement in the **Before** or **After** text box.
- The **Before** and **After** measurements place a specific amount of space before and after paragraphs.



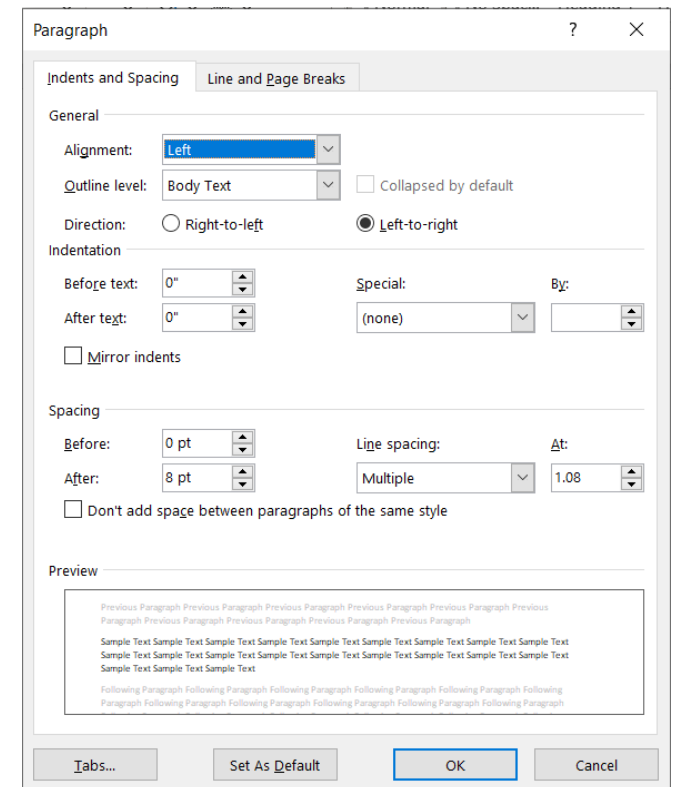
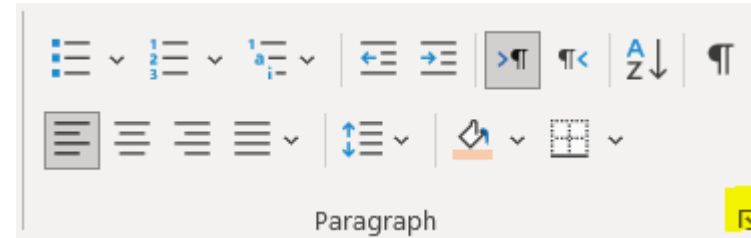
Adjusting the Space Between Paragraphs

- »»Click the **Line and Paragraph Spacing** button and choose **Add Space Before Paragraph** or **Add Space after Paragraph** on the drop-down list. These commands place 10 points of blank space before or after the paragraph that the cursor is in.



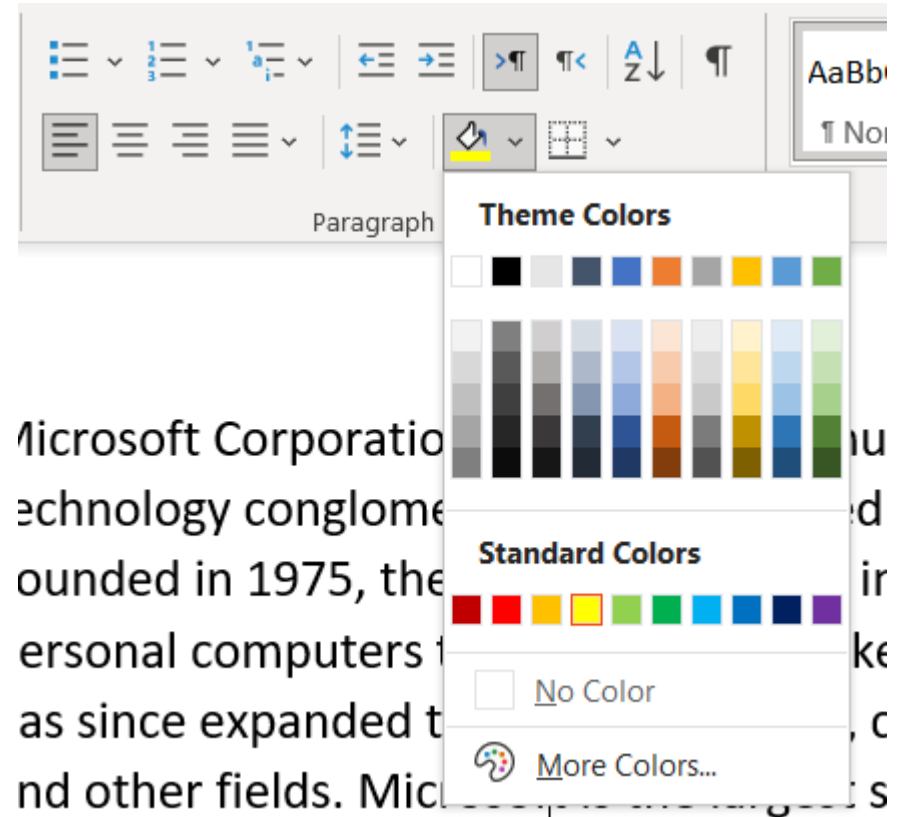
Adjusting the Space Between Paragraphs

- »»Click the **Paragraph** group button to open the **Paragraph** dialog box, and enter point-size measurements in the **Before** and **After** boxes (or choose Auto in these boxes to enter one blank line between paragraphs in whatever your line-spacing choice is).
- The **Don't Add Space between Paragraphs of the Same Style** check box tells Word to ignore Before and After measurements if the previous or next paragraph is assigned the same style as the paragraph that the cursor is in.



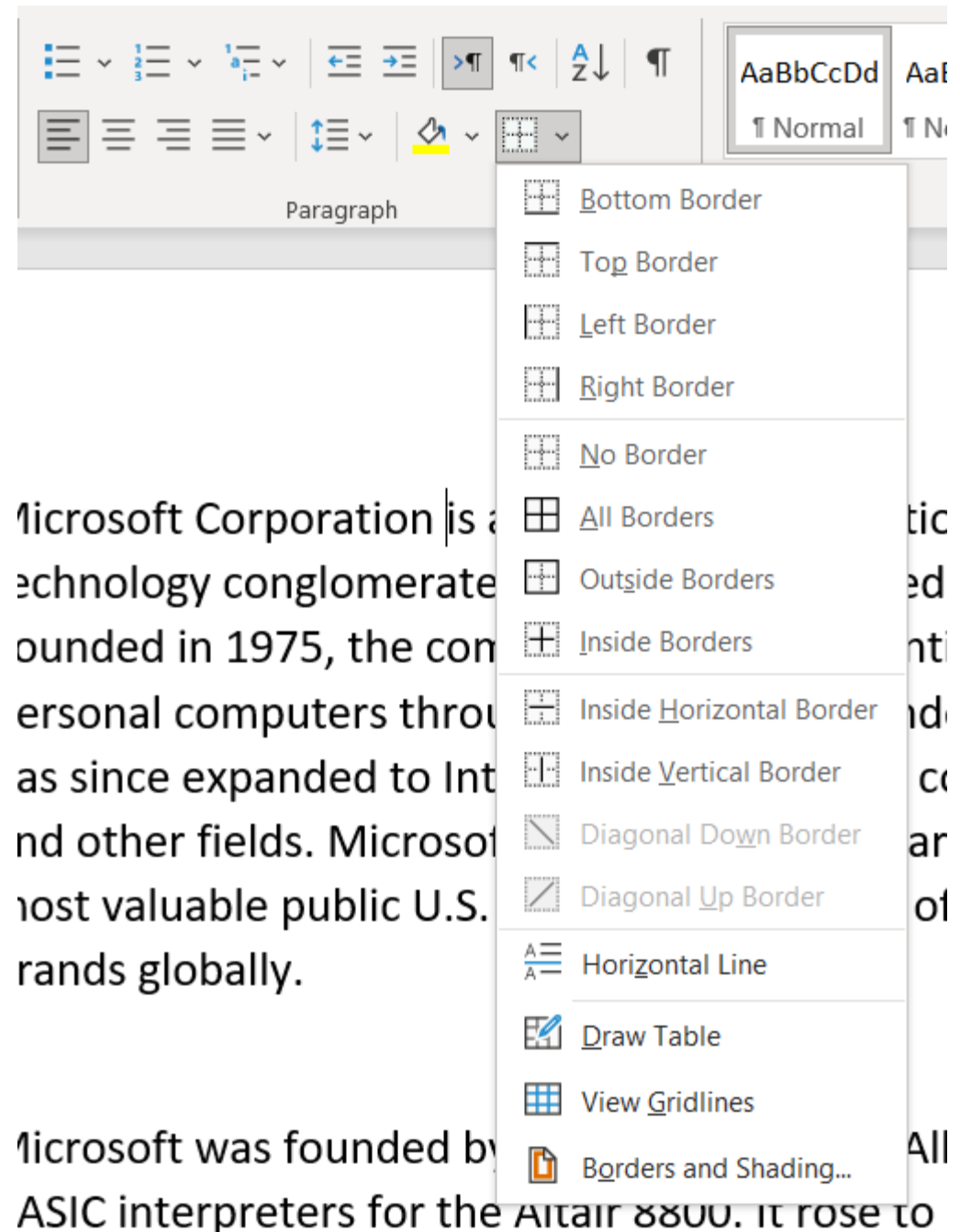
Shading a paragraph

- To change the background color of word, sentence, line, or a paragraph
- Select the text you want to shade with color, or simply put the cursor in a paragraph if you're changing the background color of the entire paragraph.
- Then, on the **Home** tab >> **Paragraph** tab, click the **Shading** button and choose an option on the drop-down list.



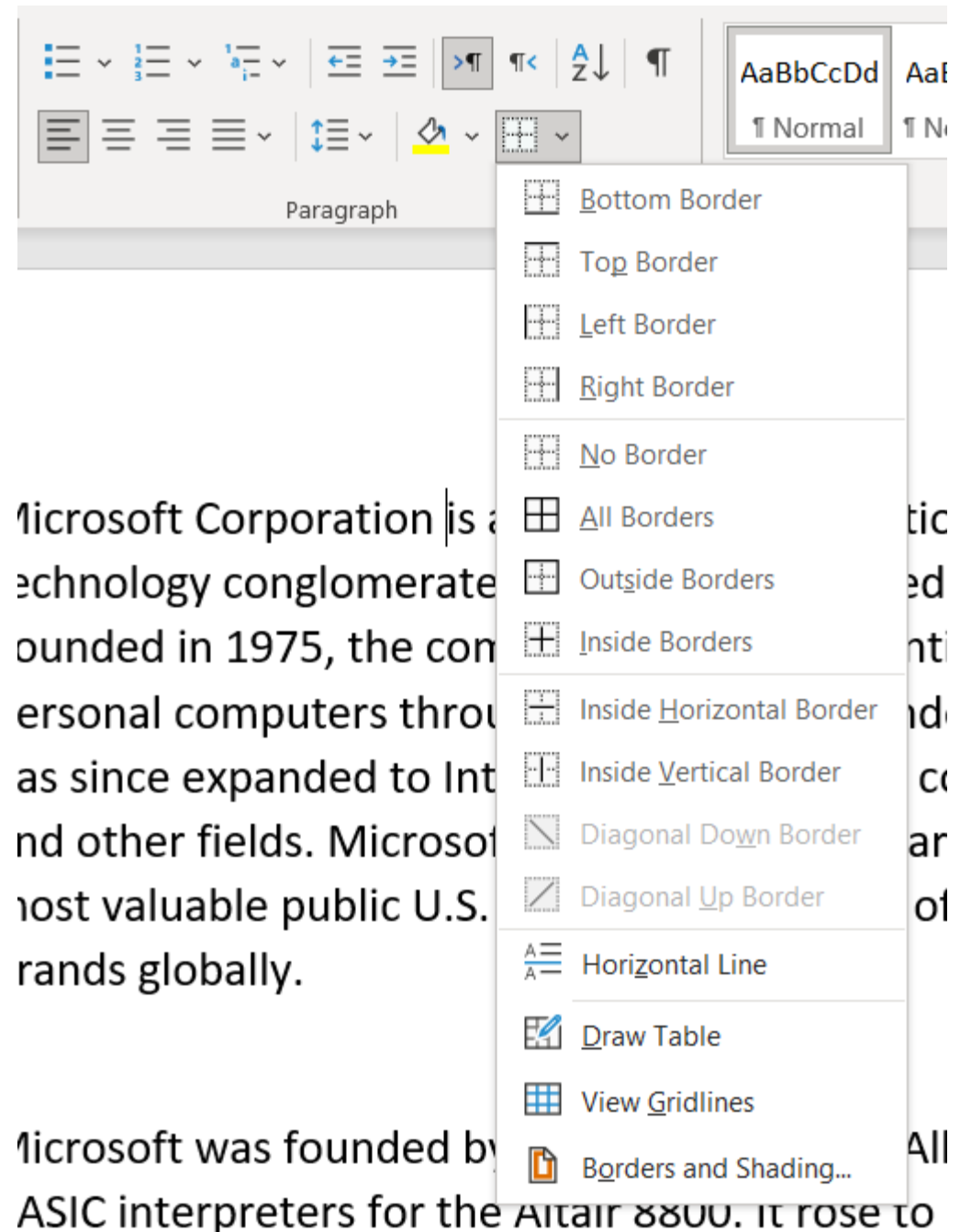
Borders for Text

- To border text with lines, Select the text you want to border, or simply put the cursor in a paragraph to border the entire paragraph.
- Then, on the **Home** tab >> **Paragraph** tab, click the **Borders** button and choose an option on the drop-down list.



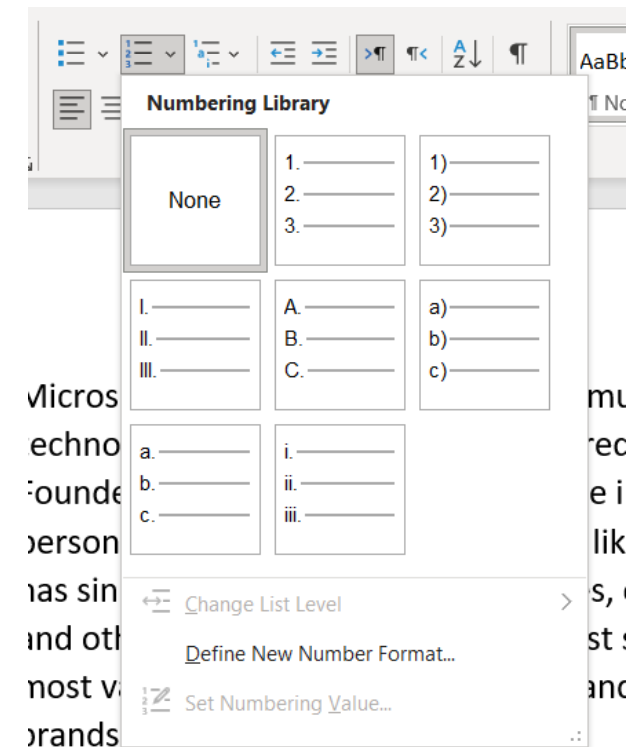
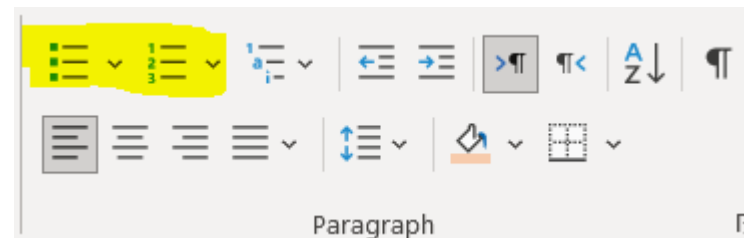
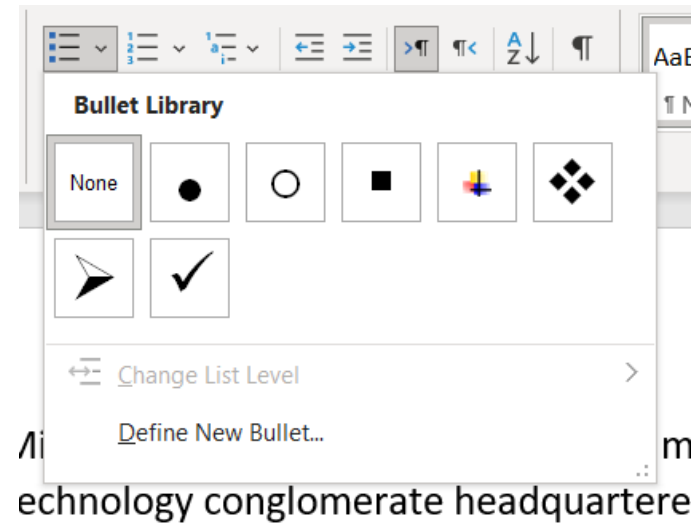
Borders for Text

- Bottom Border >> bottom line
- Top Border >> Top line
- Left Border >> Left line
- Right Border >> Right Line
- No Border >> delete borders
- All Borders >> lines in all directions around the paragraph and inside
- Outside Borders >> borders around the paragraph only



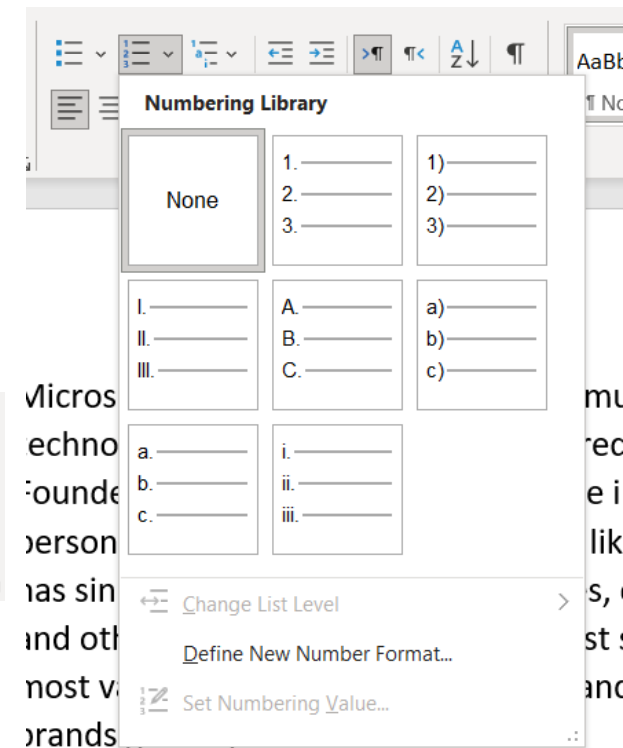
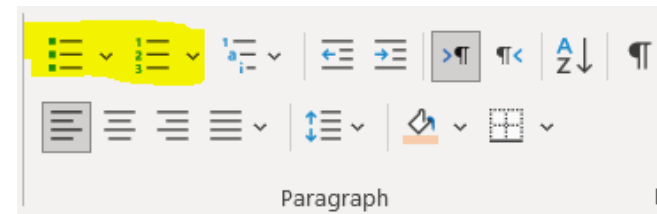
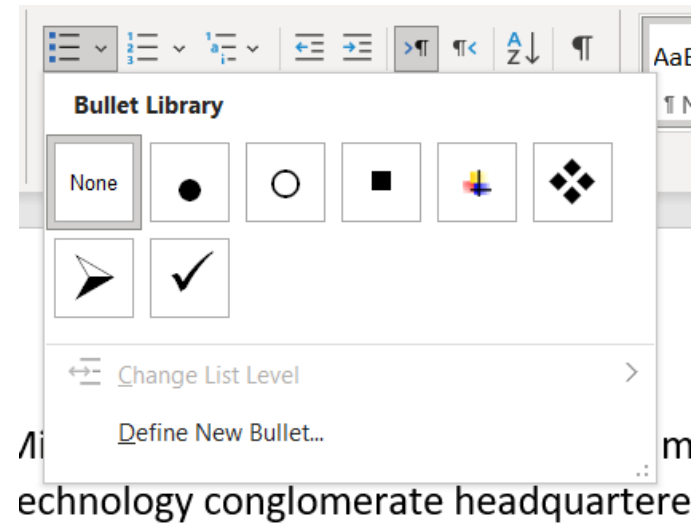
Bullets and Numbering

- A *bullet* is a black, filled-in circle or other character.
- The fastest, cleanest, and most honest way to create a numbered or bulleted list is to enter the text without any concern for numbers or bullets.
- Just press **Enter** at the end of each step or bulleted entry. When you're done, select the list, go to the Home tab, and click the Numbering or Bullets button. You can also click the Numbering or Bullets button and start typing the list. Each time you press Enter, Word enters the next number or another bullet.



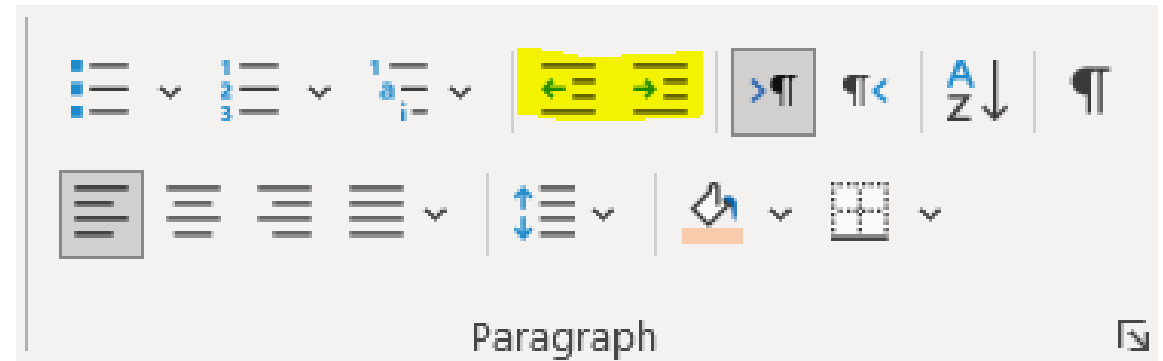
Bullets and Numbering

- **»»Ending a list:** Press the Enter key twice after typing the last entry in the list.
- **»»Removing the numbers or bullets:** Select the list and click the Numbering or Bullets button.
- **»»Adjusting how far a list is indented:** Right-click anywhere in the list, choose Adjust List Indents, and enter a new measurement in the Text Indent box.
- **»»Resuming a numbered list:** Suppose that you want a numbered list to resume where a list you entered earlier ended. In other words, suppose that you left off writing a four-step list, put in a graphic or some paragraphs, and now you want to resume the list at Step 5. Click the Numbering button to start numbering again. The AutoCorrect Options button appears. Click it and choose Continue Numbering, or right-click and choose Continue Numbering on the shortcut menu.
- **»»Starting a new list:** Suppose that you want to start a brand-new list right away. Right-click the number Word entered and choose Restart at 1 on the shortcut menu.



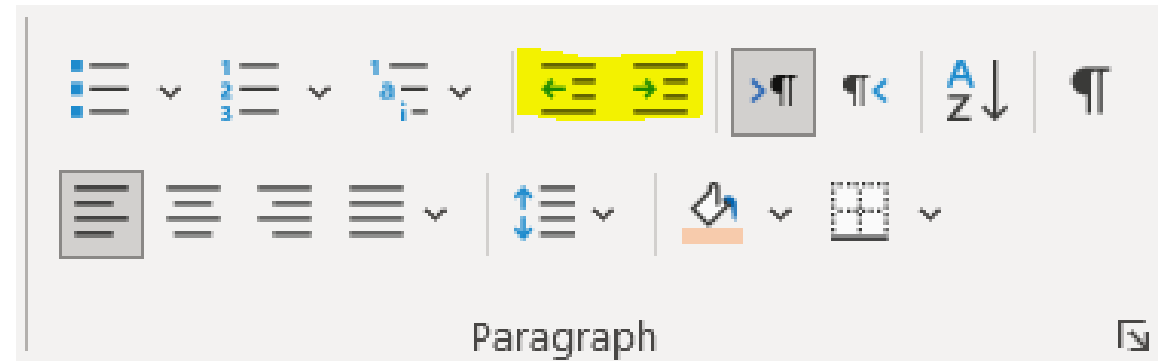
Indenting Paragraphs and First Lines

- An *indent* is the distance between a margin and the text, not the edge of the page and the text. Word offers a handful of ways to change the indentation of paragraphs. You can change the indentation of first lines as well as entire paragraphs. To start, select all or part of the paragraphs you want to re-indent (just click in a paragraph if you want to re-indent only one paragraph). Then click an Indent button, fiddle with the indentation marks on the ruler, or go to the Paragraph dialog box. All three techniques are described here.



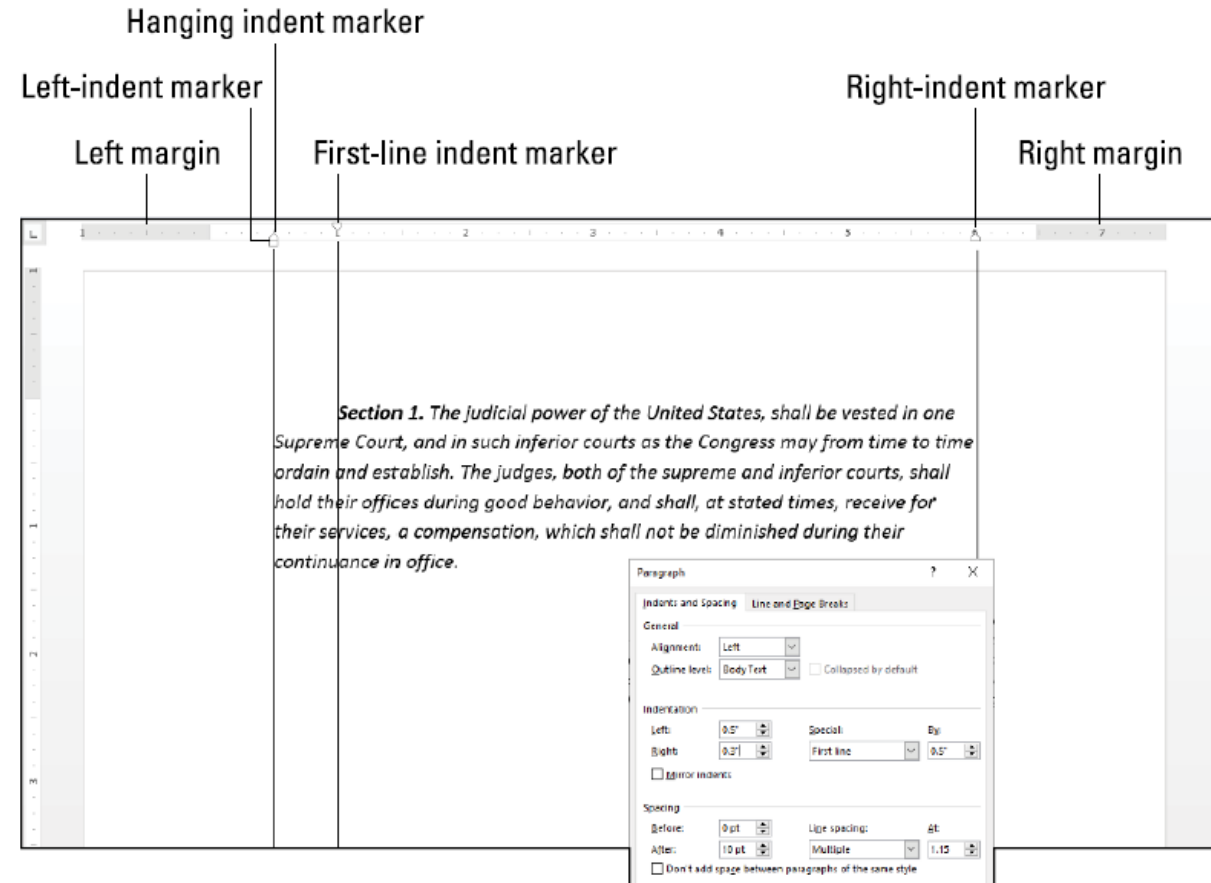
Indenting Paragraphs and First Lines

- **Clicking an Indent button (for left-indents)**
- On the Home tab, click the Increase Indent or Decrease Indent button (or press Ctrl+M or Ctrl+Shift+M) to move a paragraph a half-inch farther away from or closer to the left margin. If you created tab stops, text is indented to the next or previous tab stop as well as to the next or previous half-inch. This is the fastest way to indent text, although you can't indent first lines or indent from the right margin this way.



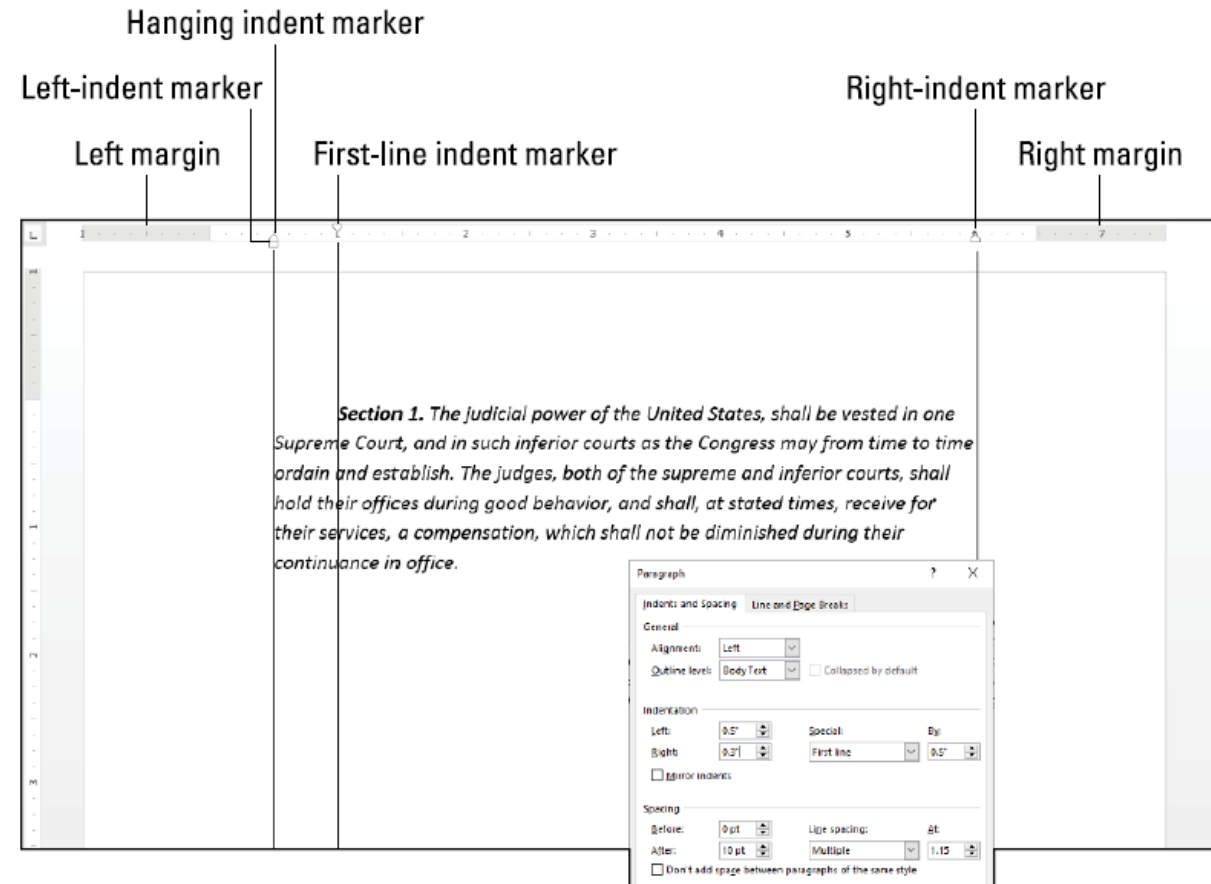
Indenting Paragraphs and First Lines

- “Eyeballing” it with the ruler
- You can also change indentations by using the ruler to “eyeball” it. This technique requires some dexterity with the mouse or your finger, but it allows you to see precisely where paragraphs and the first lines of paragraphs are indented. If necessary, display the ruler by going to the View tab and clicking the Ruler check box. Then click in or select the paragraph or paragraphs that need indenting and use these techniques to re-indent them:



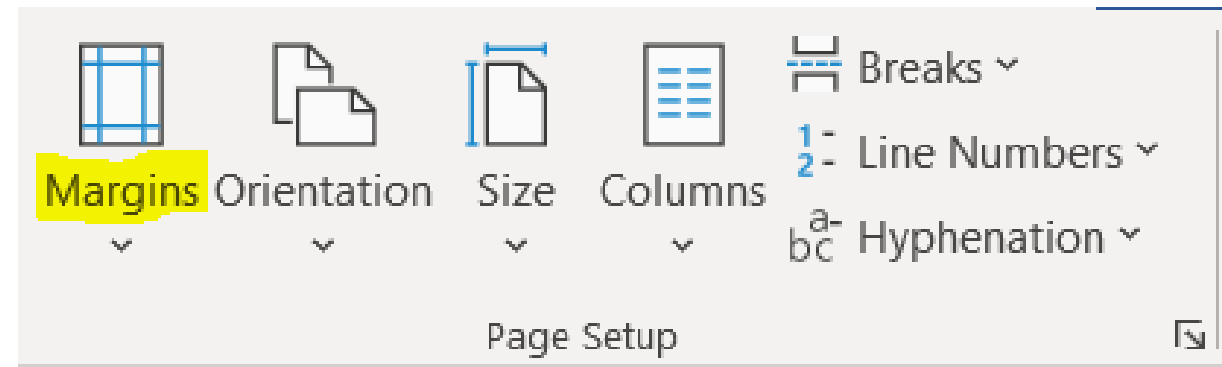
Indenting Paragraphs and First Lines

- **»»Indenting an entire paragraph from the left margin:** Drag the *left-indent marker* on the ruler to the right. Dragging the left-indent marker moves the first-line indent marker as well.
- **»»Indenting the first line of a paragraph:** Drag the *first-line indent marker* to the right. This marker determines how far the first line of the paragraph is indented.
- **»»Making a hanging indent:** Drag the *hanging indent marker* to the right of the first-line indent marker. A *hanging indent* is one in which the first line of a paragraph appears to “hang” into the left margin because the second and subsequent lines are indented to the right of the start of the first line. Bulleted and numbered lists employ hanging indents.
- **»»Indenting an entire paragraph from the right margin:** Drag the *right-indent marker* to the left



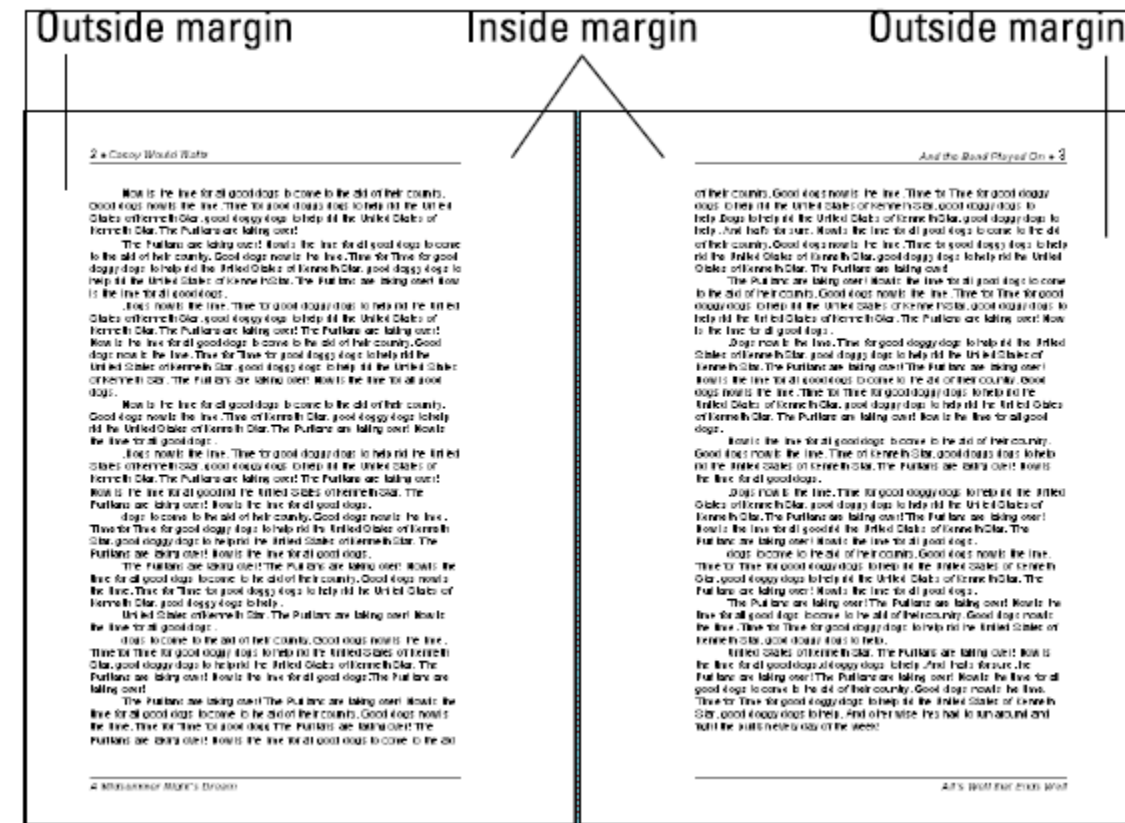
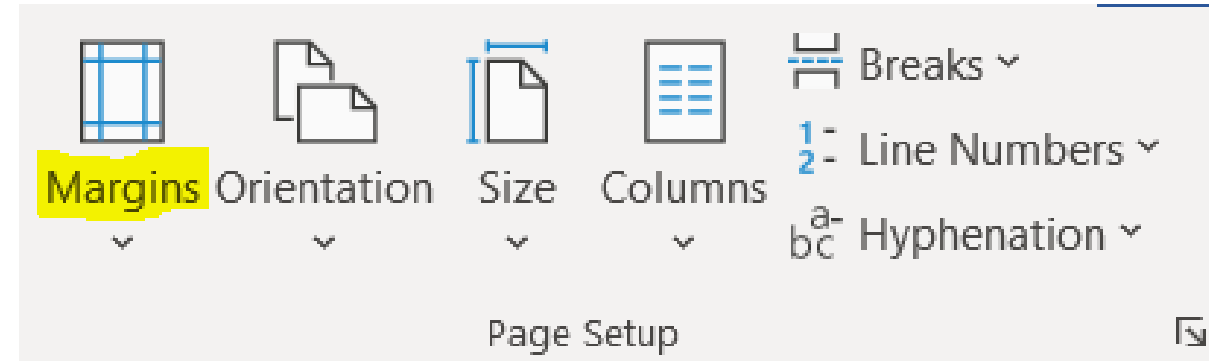
Setting Up and Changing the Margins

- *Margins* are the empty spaces along the left, right, top, and bottom of a page. Headers and footers fall, respectively, in the top and bottom margins. And you can put graphics, text boxes, and page numbers in the margins as well. Margins serve to frame the text and make it easier to read.



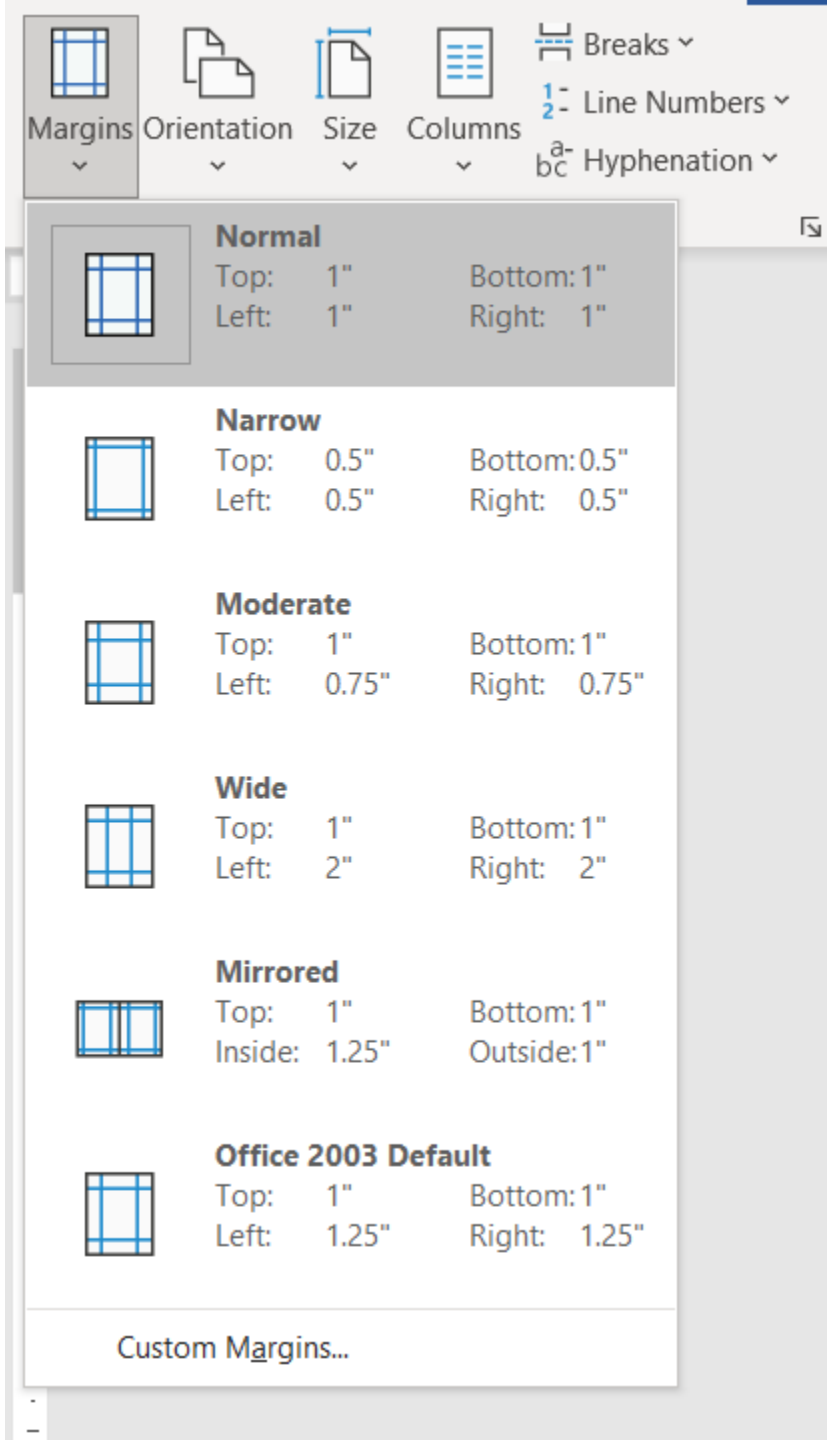
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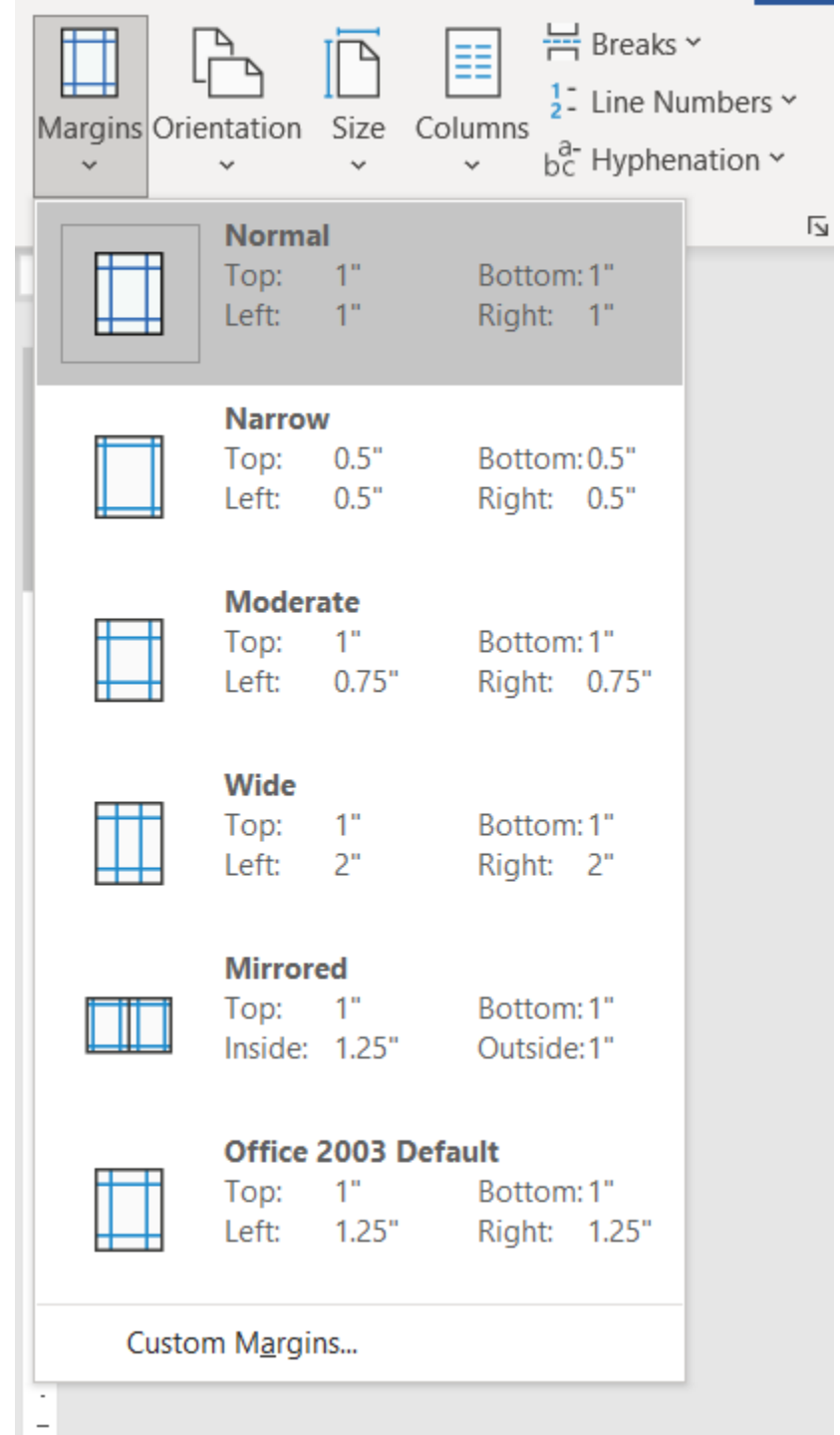
Setting Up and Changing the Margins

- When you start a new document, give a moment's thought to the margins. Changing the size of margins after you have entered the text, graphics, and whatnot can be disastrous.
- Text is indented from the left and right margins. Pages break on the bottom margin. If you change margin settings, indents and page breaks change for good or ill throughout your document. By setting the margins carefully from the beginning, you can rest assured that text will land on the page where you want it to land.
- Don't confuse margins with indents. Text is indented from the margin, not from the edge of the page. If you want to change how far text falls from the page edge, indent it. To change margin settings in the middle of a document, you have to create a new section.



Setting Up and Changing the Margins

- To set up or change the margins, go to the **Layout** tab and click the **Margins** button.
- You see a drop-down list with margin settings. Either choose a setting or
- select **Custom Margins** to open the **Margins** tab of the **Page Setup** dialog box and
- choose among these commands for handling margins:



Setting Up and Changing the Margins

- **»»Changing the size of the margins:** Enter measurements in the Top, Bottom, Left, and Right boxes to tell Word how much blank space to put along the sides of the page.
- **»»Making room for the gutter:** The *gutter* is the part of the paper that the binding eats into when you bind a document. Enter a measurement in the Gutter box to increase the left or inside margin and make room for the binding. Notice on the pages of this book, for example, that the margin closest to the binding is wider than the outside margin. Choose Top on the Gutter Position menu if you intend to bind your document from the top, not the left, or inside, of the page. Some legal documents are bound this way.
- **»»Using mirror margins (inside and outside margins) in two-sided documents:** In a bound document in which text is printed on both sides of the pages, the terms *left margin* and *right margin* are meaningless. What matters instead is in the *inside margin*, which is the margin in the middle of the page spread next to the bindings, and the *outside margin*, which is the margin on the outside of the page spread that isn't affected by the bindings. Choose Mirror Margins on the Multiple Pages drop-down list and adjust the margins accordingly if you intend to print on both sides of the paper.
- **»»Applying margin changes:** On the Apply To drop-down list, choose Whole Document to apply your margin settings to the entire document; choose This Section to apply them to a section; or choose This Point Forward to change margins in the rest of a document. When you choose This Point Forward, Word creates a new section.

